

No. A. 12024/1/2010- Admn.I (LD)  
Government of India  
Ministry of Law & Justice  
Legislative Department

New Delhi, the 4<sup>th</sup> December, 2015.

To:

The Chief Secretary to the  
Government of -----

Subject :- Appointment to the two posts of Upper Division Clerk in the Official Languages Wing, Legislative Department, Ministry of Law & Justice on deputation basis.

Sir,

I am directed to say that two posts of Upper Division Clerk in the Official Languages Wing of the Legislative Department, Ministry of Law & Justice is required to be filled up on deputation basis. The post of Upper Division Clerk belongs to General Central Service, Group 'C' (Non-Gazetted) (Non-Ministerial) in the pay band of Rs.5200- 20200/- with Grade Pay of Rs.2400/-. Criterion for the post of UDC to be filled up on Deputation is as:-

Officers of Central Government:-

- (i) holding analogous posts on regular basis; or
- (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent.

Note 1

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note2

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

Note 3:

The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application.

2. It is requested that applications from suitable central Government Officials in the prescribed proforma (enclosed), who possess the requisite qualifications and experience, and are willing to be considered for appointment to the post, may be forwarded to this Department together with their up-to-date CR dossiers and vigilance clearance at an early date and within 60 days from the date of publication of the vacancy in the Employment News.

Yours faithfully,

(B M Sharma)  
Deputy Secretary to Govt. of India  
Tel.: 23389014.

Copy to: -

1. All Ministries/Departments of the Government of India.
2. DS (Official Languages Wing) / DS ( Vidhi Sahitya Prakashan) [for giving wide publicity].
3. Shri Ayanedi Venkatappaiah, Editor, Employment News, East Block Level-III, R. K. Puram, New Delhi.  
[ It is requested that the vacancy may kindly be published in the Employment News in the forth- coming issue. A copy of the advertisement may kindly be sent to this Department at an early date. The bill for payment may also be sent to this Department immediately.]
4. In charge, NIC-Cell, M/o Law & Justice with request to upload the circular on the website of this Department.

(R K Sharma)  
Section Officer.  
Tel. 23385023.

**PROFORMA**

1.	Name of the Officer	:	
2.	Post for which to be considered	:	
3.	(a) Date of Birth (b) Date of retirement	:	
4.	Educational and other qualifications possessed by the Officer	:	
5.	Whether fulfils the essential qualifications and experience prescribed for the post under the recruitment rules	:	
6.	Present Address	:	
7.	Present post held on regular basis under the Central/ State Government with Pay Band + Grade Pay	:	
8.	Date of appointment to the present grade	:	
9.	Permanent post held under the Central/ State Government and scale of pay.	:	
10.	If belongs to schedule Caste/ Scheduled Tribe/OBC	:	
11.	Brief particulars of service with nature of duties- performed	:	
12.	Remarks	:	

Place:

Date:

Signature of the Candidate.